

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**

MANPOWER STANDARD 1400RH

1 MARCH 2005



Manpower Standard

***RAPID ENGINEERING DEPLOYMENT HEAVY OPERATING
REPAIR SQUADRON ENGINEERING (RED HORSE)
PLANS AND PROGRAMS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the Rapid Engineering Deployment Heavy Operating Repair Squadron Engineering (RED HORSE) Squadron (RHS) Plans and Programs function whose mission encompasses managing, administering, and operating logistic planning systems and activities. Included in this function is formulating, developing, evaluating, and monitoring plans, policies, and programs pertaining to executing partial or total Air Force or joint service missions, and using the guidance and procedures for interpreting and implementing current, intermediate, and long range plans, policies, and programs for units to enhance their combat capability and readiness. This standard is applicable to peacetime operations only. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the RHS Plans and Programs function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 3000 Handly Avenue, McGhee Tyson ANG Base TN 37777-6283.

1. STANDARD DATA.

1.1. Approval Date: 1 March 2005

1.2. Man-hour Data Source. The Operational Audit (historical record and technical estimate) technique was used to collect/determine man-hour/manpower data.

1.3. Man-hour Equation. $Y = 60.73 + 1.70(X)$

1.4. Workload Factor (WLF):

1.4.1. Title. An Authorization Required To Support A Unit Type Code (UTC).

1.4.2. Definition. The average monthly number of military authorizations required to support UTCs tasked by ANG, Civil Engineer (ANG/CE).

1.4.3. Source. Unit Manpower Document (UMD) (34 Command File Part B) maintained by ANG Full Time Requirements (ANG/XPMR). Count only authorizations with a valid UTC in the UTC data element. Confirm the UTCs on the UMD against UTCs listed in the Designed Operational Capabilities (DOC) tasking for ANG RED HORSE.

1.5. Points of Contact:

1.5.1. Functional: Col Janice Stritzinger, ANG/CE

1.5.2. Manpower: Mr. Rick Gift, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS.

2.1. Step 1. Man-hour Equation. Apply the man-hour equation in Paragraph 1.3., to determine required man-hours.

2.2. Step 2. Man-hour Availability Factor (MAF). Divide the resulting man-hours by the appropriate MAF times the overload factor. Fractional manpower requirements resulting from the application of this standard will be aggregated with the fractional requirements from FACs 1400RH, 41A0RH, and 4400RH. Aggregation will be done according to procedures in AFI 38-201.

2.3. Step 3. Upper and Lower Extrapolation Limits:

2.3.1. $Y_U = 509.24$.

2.3.2. $Y_L = 199.76$.

2.4. Step 4. Air Force Specialty Codes (AFSC) Requirement. Use the Manpower Table Attachment 3 to determine required AFSCs.

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. Units work numerous schedules, from the normal 40 hours per week to alternate work schedules ranging from four ten-hour days per week to eight nine-hour days

and one eight-hour day per two-week period. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 10-209, *RED HORSE PROGRAM*

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, Air Force Management Engineering Program (MEP)-Processes

AFMAN 38-208, Volume 2, Air Force Management Engineering Program (MEP) - Quantification Tools.

Abbreviations and Acronyms

ABSS - Automated Business Services System

ACC - Air Combat Command

ADVON - Advanced Echelon

AEF - Aerospace Expeditionary Force

AF - Air Force

AFSC - Air Force Specialty Codes

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

AT - Anti-Terrorism

ATC - Air Transportable Clinic

ART - AEF Reporting Tool

BSP - Base Support Plan

CA/CRL - Custodian Authorization Custody Receipt Listing

CE - Civil Engineering

CWD - Chemical Warfare Defense

DoD - Department of Defense

DOC - Designed Operational Capability

DPMT - Disaster Preparedness Management Teams

FP - Force Protection

FSTR - Full Spectrum Threat Response

GCCS - Global Command and Control System

IAW - In Accordance With

IOSS - Interagency OPSEC Support Staff

LIMFAC - Limiting Factor

OPLAN - Operational Plan

OPORD - Operations Order

OPSEC - Operations Security

MANPER-B - Manpower and Personnel Module – Base Level

POD - Process Oriented Description

PRF - Personnel Readiness Folder

SIPRNET - Secret Internet Protocol Router Network

SORTS - Status of Resources And Training System

STE - Secure Telephone Equipment

TQT - Task Qualification Training

UDCC - Unit Deployment Control Center

UTA - Unit Training Assembly

UTC - Unit Type Code

WRM - War Reserve Material

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Staffing Pattern. Constant manpower.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

**PROCESS ORIENTED DESCRIPTION
RHS PLANS AND PROGRAMS**

Table A2.1. Listing of Functional Processes.

TASK NO.	PROCESS
1.	SUPERVISION.
1.1.	ADMINISTERS PERSONNEL.
1.2.	RATES PERFORMANCE.
1.3.	NOMINATES PERSONNEL FOR AWARD.
1.4.	DEVELOPS POLICY AND PROCEDURE.
1.5.	INFORMS PERSONNEL.
1.6.	REVIEWS DISTRIBUTION.
1.7.	ATTENDS WEEKLY STAFF MEETING.
1.8.	ATTENDS MONTHLY PRE-UNIT TRAINING ASSEMBLY MEETING.
1.9.	RECEIVES AND ESCORT OFFICIAL VISITOR.
2.	HOST TENANT SUPPORT AGREEMENT.
2.1.	ANALYZES HOST TENANT SUPPPORT AGREEMENT AND MEMORANDUM OF AGREEMENT AND/OR UNDERSTANDING.
2.2.	PREPARES REPORT.
2.3.	COORDINATES REPORT INTERNALLY AND WITH HOST BASE.
3.	ATTENDS CONFERENCE AND SEMINAR.
3.1.	COORDINATES WITH ANG RC/LG/CE FOR SCHEDULE.
3.2.	DETERMINES ISSUE.
3.3.	DEVELOPS BRIEFING.
3.4.	ATTENDS CONFERENCE.
3.5.	MANAGES ACTION ITEM.
4.	AEROSPACE EXPEDITIONARY FORCE REPORTING TOOL (ART)/STATUS OF RESOURCCES AND TRAINING SYSTEM (SORTS).
4.1.	REPORTS CHANGE/SHORTFALL AND AFSC MISMATCH FOR PERSONNEL.
4.2.	REPORTS EQUIPMENT AND VEHICLE STATUS AND PERCENTAGE.

TASK NO.	PROCESS
4.4.	REPORTS PERSONNEL TRAINING STATUS.
4.5.	COORDINATES WITH PERSONNEL, TRAINING AND SUPPLY TO CORRECT DEFICIENCY.
4.6.	BRIEFS CC/STAFF.
5.	LOGISTICS DETAIL. Builds increment detail.
6.	UNIT TYPE CODES LOAD PLAN.
6.1.	CREATES LOGISTICS PLAN.
6.2.	MAINTAINS LOAD PLAN.
6.3.	COORDINATES CERTIFIED LOAD PLAN.
7.	DEPLOYMENT AND SURFACE MOVEMENT PLAN.
7.1.	MANAGES DEPLOYMENT PLAN.
7.2.	MANAGES SURFACE MOVEMENT PLAN.
8.	WAR RESERVE MATERIAL (WRM).
8.1.	VALIDATES WRM DOCUMENT.
8.2.	MAINTAINS WRM DOCUMENT.
8.3.	ACCOMPLISHES WRM REPORT.
8.4.	ATTENDS QUARTERLY WRM MEETING.
9.	OPERATION PLAN (OPLAN) VALIDATION.
9.1.	BRIEFS TASKING ANNUALLY OR UPON CHANGE.
9.2.	VALIDATES OPERATIONAL PLAN YEARLY OR UPON CHANGE.
9.2.1.	REVIEWS TIME PHASE FORCE DEPLOYMENT LISTINGS (TPFDL) FOR TASKED UNIT, UNIT TYPE CODE (UTC), AND BEDDOWN LOCATION.
9.2.2.	REVIEWS MISCAP OF UTC AGAINST UNIT'S MISSION.
9.2.3.	COORDINATES OPLAN WITH XP OFFICE.
9.2.4.	PROVIDES INPUT TO BASE SUPPORT PLAN (BSP).
9.2.5.	REVIEWS CURRENT LIMITING FACTORS (LIMFAC) AND SHORTFALLS AND SUBMITS NEW LIMFAC AND SHORTFALLS.
9.2.6.	FILES TRIP REPORT FOR SITE SURVEY.
9.2.7.	DOCUMENTS OPLAN FINDING, LIMFAC, SHORTFALLS, AND ACTION ITEM.
9.2.8.	TRACKS ACTION ITEM UNTIL COMPLETION.

TASK NO.	PROCESS
9.2.9.	CREATES OPERATIONAL PLAN FILE.
10.	DEPLOYMENT PLANNING AND EXECUTION PROCESS (Excludes OPLAN validation found in separate task.).
10.1.	ANALYZES TASKING WITH PROJECT REQUIREMENT.
10.2.	VALIDATES TASKING.
10.3.	RESEARCHES SUPPORT AGREEMENT (I.E., BSP, RECEPTION AND/OR INSTALLATION DEPLOYMENT PLAN).
10.4.	IDENTIFIES SHORTFALLS AND LIMFAC.
10.5.	PREPARES FOR PLANNING MEETING AND CONFERENCE.
10.6.	ATTENDS PLANNING MEETING AND CONFERENCE.
10.7.	PREPARES LOGISTICS INPUT TO PLAN: CONCEPT OF OPERATION, AGREEMENTS, DIPLOMATIC NOTES, ETC.
10.8.	PREPARES LOGISTICS MILESTONE AND/OR SCHEDULE OF ACTION.
10.9.	COORDINATES LOGISTICS MILESTONE AND/OR SCHEDULE OF ACTION.
10.10.	COMPLETES POST ACTION IN SITE SURVEY.
10.11.	COORDINATES LOGISTICAL SUPPORT WITH OUTSIDE UNIT.
10.12.	DEVELOPS LOGISTIC REQUIREMENT RELATED TO OPLAN, OPERATIONS ORDER (OPORD), OR OTHER DIRECTIVE.
10.13.	COORDINATES LOGISTICS REQUIREMENTS RELATED TO OPLAN, OPORD AND/OR OTHER OPERATIONAL DIRECTIVE.
10.14.	TAILORS TASKING REQUIREMENT (I.E., TIMED PHASED FORCE DEPLOYMENT DATA).
10.15.	COORDINATES ACTION ITEM WITH WORKCENTER, DEPLOYING ACTIVITY, AND HIGHER HEADQUARTERS.
10.16.	CONSTRUCTS LOGISTICS MODUAL LOGISTICS PLANS IDENTIFICATION WITH UTC.
10.17.	TAILORS LOGISTICS MODUAL LOGISTICS PLAN IDENTIFICATION WITH UTC.
10.18.	DEVELOPS DEPLOYMENT SCHEDULE OF EVENT.
10.19.	TAILORS DEPLOYMENT SCHEDULE OF EVENT.
10.20.	IMPORTS CARGO AND LEVY FILE.

TASK NO.	PROCESS
10.21.	BUILDS CHALK MOVEMENT.
10.22.	EXPORTS READINESS DATA FILE.
10.23.	MANAGES LOAD AND/OR PACKING LIST.
10.24.	COORDINATES DEVELOPMENT OF SUPPLY AND DISTRIBUTION SUPPORT AND AERIAL OR SEAPORT OF EMBARKATION.
10.25.	IDENTIFIES AERIAL PORT OF EMBARKATION AND AERIAL PORT OF DEBARKATION AND SEAPORT OF EMBARKATION AND SEAPORT OF DEBARKATION SUPPORT REQUIREMENT.
10.26.	DEVELOPS TRANSPORTATION REQUEST AND LOAD PLAN.
10.27.	COORDINATES TRANSPORTATION REQUEST AND LOAD PLAN.
10.28.	PREPARES WORKSHEET AND FORM FOR HAZARDOUS CARGO.
10.29.	PREPARES AND TRACKS CUSTOMS CLEARANCE FOR DEPLOYING PERSONNEL AND CARGO.
10.30.	MONITORS PERSONNEL AND CARGO PROCESSING ACTIVITY.
10.31.	MONITORS AIRFLOW AND SURFACE MOVEMENT ACTIVITY.
10.32.	PERFORMS ON SITE ACTIVATION AND ADVANCE ECHELON (ADVON) TEAM FOR BEDDOWN OR RECEPTION.
10.33.	PERFORMS LOGISTICS SUSTAINMENT ACTION AND ACTIVITY.
10.34.	PERFORMS LOGISTICS COMMAND AND CONTROL FUNCTION.
10.35.	PERFORMS ON SITE DEACTIVATION AND REDEPLOYMENT ASSISTANCE TEAM TRAINING.
11.	LOGISTICS MODULE.
11.1.	MANAGES PERSONNEL ACCOUNT.
11.2.	TRAINS PERSONNEL.
11.3.	MAINTAINS LOGISTICS MODULE.
11.4.	MANAGES LOGISTICS MODULE STAND ALONE DATABASE.
12.	PERFORMS AS GLOBAL COMMAND AND CONTROL SYSTEM (GCCS) TERMINAL AREA SECURITY OPERATOR.
13.	CUSTOMS CLEARANCES FOR PERSONNEL AND CARGO.
13.1.	RESEARCHES CUSTOMS CLEARANCE REQUIREMENT AND INITIATES ACTION.

TASK NO.	PROCESS
13.2.	PROCESSES MESSAGE.
13.3.	MANAGES UNIT PASSPORT PROGRAM.
14.	DESIGNED OPERATIONAL CAPABILITY (DOC) STATEMENT.
14.1.	REVIEWS DOC STATEMENT ANNUALLY OR UPON RECEIPT OF DRAFT OR NEW STATEMENT. Reviews document for new or changed taskings, compares tasked UTC MISCAPs to unit's mission. Briefs unit of changes and files statement.
14.2.	INITIATES AND MONITORS ACTION FOR NEW DOC TASKING.
15.	SERVICES MANAGEMENT.
15.1.	MANAGES LODGING.
15.2.	EXCHANGES LINEN.
15.3.	PERFORMS PRE-DEPLOYMENT PLANNING.
15.4.	CONDUCTS FOOD SERVICE OPERATION. Researches requirement, orders expendable supplies, and submits request.
15.4.1.	PERFORMS MONTHLY DINING HALL FUNDS ACCOUNTING.
15.4.2.	PREPARES ANNUAL BUDGET ESTIMATE.
15.4.3.	ORDERS NEW EQUIPMENT.
15.4.4.	PERFORMS MONTHLY WALKTHROUGH.
15.4.5.	INVENTORIES EQUIPMENT AND SUPPLY.
15.4.6.	ORDERS/RECEIVES SUBSISTENCE FROM VENDOR.
16.	TECHNICAL ORDER (TO) LIBRARY.
16.1.	MAINTAINS LIBRARY.
16.2.	MAINTAINS TO.
17.	DEPLOYMENT PLANNING. Recommends and coordinates contract and/or lease requirement needed to support deployment..
18.	MEDICAL - Coordinates and schedules unit members for required immunizations and periodic health assessments, medical evaluation boards, and audiometer/lab tests. Coordinates travel and appointments times with host medical treatment facility and nearest active duty AF base.
18.1.	MANAGES SQUADRON IMMUNIZATION PROGRAM.
18.1.1	OBTAINS SUPPLY AND SERUM

TASK NO.	PROCESS
18.1.2	RETURNS SUPPLY AND SERUM
18.2.	PRE-DEPLOYMENT PROCESSING.
18.2.1.	VERIFIES PERSONNEL DEPLOYING.
18.2.2.	RESEARCHES AND BRIEFS INDIVIDUAL READINESS REQUIREMENT.
18.2.3.	SCHEDULES NEEDED APPOINTMENT.
18.2.4.	MONITORS PROFILE STATUS OF EACH INDIVIDUAL AND ENSURES PAPERWORK FROM FAMILY PHYSICIAN IS FORWARDED TO UNIT.
18.2.5.	RESEARCHES AND BRIEFS COUNTRY SPECIFIC MEDICAL REQUIREMENT.
18.2.6.	ENSURES MEDICAL PREDEPLOYMENT FORM IS COMPLETED.
18.3.	MAINTAINS MEDICAL EQUIPMENT AND SUPPLY.
18.3.1.	CONDUCTS EXPIRATION INSPECTION.
18.3.2.	RESEARCHES MEDICAL SUPPLIES STOCK NUMBER.
18.3.3.	ORDERS REQUIRED MEDICAL SUPPLY.
18.4.	INSPECTS AIR TRANSPORTABLE CLINIC (ATC).
18.4.1.	INVENTORIES EQUIPMENT AND SUPPLY.
18.4.2.	PROCESSES ATC FOR SHIPMENT.
18.4.3.	REVIEWS SUPPORT AGREEMENT WITH ACTIVE DUTY MEDICAL READINESS.
18.5.	POSTS DEPLOYMENT PROCESSING.
18.5.1.	PROCESSES MEDICAL POST DEPLOYMENT FORM.
18.5.2.	RECONSTITUTES MEDICAL EQUIPMENT AND SUPPLY.
18.6.	MONITORS FOLLOW-UP DENTAL CARE.
19.	MOBILITY AUGMENTEE SUPPORT TEAM.
19.1.	MANAGES SQUADRON MOBILITY AUGMENTEE SUPPORT TEAM.
19.2.	MANAGES PERSONNEL TRAINING IN AIR MOBILITY COMMAND AFFILIATION PROGRAM (I.E., HAZARDOUS DECLARATION, PALLET BUILD-UP AND/OR LOAD PLANNING).
19.3.	PERFORMS TRAINING.
20.	LOGISTICS COMMAND AND CONTROL.
20.1.	PERFORMS OPERATION CHECK ON GCCS TERMINAL.

TASK NO.	PROCESS
20.2.	CHECKS SECRET INTERNET PROTOCOL ROUTER NETWORK (SIPRNET) TWICE DAILY FOR DEPLOYMENT UPDATES.
20.3.	PERFORMS OPERATIONAL CHECK ON UNIT DEPLOYMENT CONTROL CENTER (UDCC) SECURE TELEPHONE EQUIPMENT (STE PHONE).
20.4.	RE-KEYS UDCC STE PHONE EVERY 90 DAYS.
20.5.	EVALUATES UDCC AND PERSONNEL COMMAND AND CONTROL CAPABILITY.
20.6.	MAINTAINS UDCC EQUIPMENT.
20.7.	ACCOUNTS FOR EQUIPMENT ON CUSTODIAN AUTHORIZATION/CUSTODY RECEIPT LISTINGS (CA/CRL).
21.	READINESS TRAINING.
21.1.	REVIEWS DOCUMENTATION TO IDENTIFY TRAINING REQUIREMENT IAW AFI 10-209, <i>RED HORSE PROGRAM</i> , AND ANCILLARY TRAINING.
21.2.	SCHEDULES INSTRUCTOR, TIME AND PLACE.
21.3.	BRIEFS COMMAND SECTION ON TRAINING AND RECEIVES INPUT ON NEW REQUIREMENT.
21.4.	PUBLISH TRAINING SCHEDULE AND REQUIREMENT.
21.5.	DOCUMENTS TRAINING.
22.	SECURITY DEFENSE.
22.1.	MANAGES THE AGGRESSOR TRAINING TEAM.
22.2.	MANAGES THE TRAINING CURRICULUM TO ENSURE LATEST INFORMATION IS BEING TAUGHT.
22.3.	COORDINATES WITH LEGAL AND OTHER AGENCIES FOR INSTRUCTOR/TRAINING DATE.
22.4.	MONITORS THE SECURITY DEFENSE EQUIPMENT (NIGHT VISION/ATVS).
22.4.1.	ENSURES EQUIPMENT IS IN WORKING CONDITION.
22.4.2.	ENSURES ENOUGH EQUIPMENT IS ON HAND.
23.	DISASTER PREPAREDNESS MANAGEMENT TEAMS (DMPT).
23.1.	IDENTIFIES REQUIREMENT FOR TEAM MEMBER.
23.2.	IDENTIFIES PERSONNEL FOR DPMT.

TASK NO.	PROCESS
23.3.	PLANS, COORDINATES, AND TRACKS DPMT TRAINING.
23.4.	PLANS, COORDINATES, CONDUCTS AND TRACKS REFRESHER TRAINING.
24.	OPERATIONAL SECURITY (OPSEC) PROGRAM.
24.1.	MONITORS TRAINING AND MEETS TRAINING REQUIREMENT.
24.1.1.	UPDATES MAINTAIN TRAINING DATABASE AFTER INSTRUCTION.
24.1.2.	ENSURES ALL TRAINING MEETS STANDARDS IAW INTERAGENCY OPSEC SUPPORT STAFF (IOSS).
24.2.	RESEARCHES INFORMATION.
24.3.	CONDUCTS OPSEC BRIEFING FOR DEPLOYING PERSONNEL AND FAMILY MEMBER.
25.	ANTI-TERRORISM (AT)/FORCE PROTECTION (FP).
25.1.	PERFORMS AS SQUADRON FOCAL POINT.
25.1.1.	MONITORS TRAINING AND MEETS TRAINING REQUIREMENT.
25.1.2.	MANAGES THE UNIT AT/FP PROGRAM.
25.2.	MONITORS THE INTERNET FOR TERRORISM MATERIAL.
25.3.	MONITORS THE INTERNET FOR TERRORISM INFORMATION RELATING TO POSSIBLE DEPLOYED LOCATION.
25.4.	BRIEFS PERSONNEL ON SPECIFIC MATTER.
25.5.	DEVELOPS AND COORDINATES FORCE PROTECTION PLAN.
26.	PERSONNEL READINESS FOLDER (PRF).
26.1.	MAINTAINS PRFs.
26.2.	CREATES NEW PRFs FOR NEW MEMBER.
26.3.	CONDUCTS REQUIRED PRF REVIEW.
27.	RESOURCE ADVISOR.
27.1.	MONITORS THE UNIT STATUS OF FUNDS
27.1.1.	REVIEWS AND ANALYZES REPORT
27.1.2.	UPDATES STATUS OF FUNDS SPREADSHEET.
27.1.3.	MEETS WITH SECTION CHIEF TO DISCUSS STATUS OF FUNDS.

TASK NO.	PROCESS
27.1.4.	DETERMINES SPEND RATE AND FUND BALANCE FOR REMAINDER OF FISCAL YEAR.
27.1.5.	MAKES QUARTERLY ADJUSTMENT AS NECESSARY.
27.2.	MAKES FINANCIAL ADJUSTMENT.
27.2.1.	SUMMARIZES FUNDS REQUIRING ADJUSTMENTS OR TRANSFER.
27.2.2.	SUBMITS DOCUMENT TO FINANCE FOR PROCESSING.
27.3.	SUBMITS THE ANNUAL FINANCIAL PLAN.
27.3.1.	RECEIVES AND COORDINATES BUDGET SUBMISSION.
27.3.2.	REVIEWS AND CONSOLIDATES UNFUNDED JUSTIFICATION.
27.3.3.	ATTENDS FINANCIAL WORKING GROUP MEETING.
27.3.4.	ATTENDS FINANCIAL MANAGEMENT BOARD MEETING.
27.3.5.	RECEIVES AND REVIEWS INITIAL DISTRIBUTION OF FUNDS.
27.3.6.	PRIORITIZES UNFUNDED REQUIREMENT.
27.3.7.	PRIORITIZES NEXT FISCAL YEAR UNFUNDED REQUIREMENT.
27.4.	BRIEFS STAFF ON FUNDING MONTHLY.
27.5.	CERTIFIES FUNDING ON ORDER.
27.6.	MODIFIES AND MAINTAINS AUTOMATED BUSINESS SYSTEMS SOFTWARE (ABSS) MODULE.
27.7.	PROCESSES FINANCIAL DOCUMENT.
27.7.1.	REVIEWS CUSTOMER REQUIREMENT.
27.7.2.	DETERMINE FUNDS AVAILABILITY.
27.7.3.	INPUTS DOCUMENT.
27.7.4.	ANNOTATES STATUS IN SPREADSHEET.
27.7.5.	FORWARDS SPREADSHEET FOR REVIEW.
28.	FULL SPECTRUM THREAT RESPONSE (FSTR) PROGRAM MANAGER.
28.1.	DEVELOPS AND COORDINATES BASE OPERABILITY PLAN.
28.2.	MANAGES DISASTER PREPAREDNESS PROGRAM.
28.3.	OVERSEES, MONITORS AND PROVIDES SUBJECT MATTER GUIDANCE ON TASK QUALIFICATION TRAINING (TQT).

TASK NO.	PROCESS
28.4.	PLANS, COORDINATES CHEMICAL WARFARE DEFENSE (CWD) TRAINING, INCLUDING INITIAL/REFRESHER TRAINING.
29.	UNIT TRAINING ASSEMBLY (UTA) PREPARATION.
30.	INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3

MANPOWER TABLE

Table A3.1. Standard Manpower Table.

STANDARD MANPOWER TABLE					
WORKCENTER/FAC	APLICABILTY MANHOUR RANGE 199.76 – 509.24				
RHS Plans and Programs/FAC 1400RH					
Air Force Specialty Title	AFSC	Manpower Requirement			
Logistics Readiness	021R3	1	1	1	
Readiness	3E9X1	1	1	1	
Logistics Plans	2G0X1		1	2	
Total		2	3	4	